

	Policies & Procedures Tri-Town Emergency Medical Service			
	Title: Chain of Command			
	Policy No. TBD	Original Adoption Date	Revision – No. & Dates	Page No. Page 1 of 2

Section 1.0: Purpose

The purpose of this policy is to establish the “*Chain of Command*” for Tri-Town Emergency Medical Service (hereafter “the Service”)

Section 2.0: Organization Affected

All employees of Tri-Town EMS

Section 3.0: Definitions

3.1 “Authority” is the power or right to give orders, make decisions, and enforce obedience.

3.2 “Command” is to have or exercise authority or control over; to direct with specific authority or prerogative; and to have responsibility over a task or group.

3.3 “Senior EMS Provider” shall refer to the EMS provider who has more time with Tri-Town EMS as measure from the provider(s) date of hire.

Section 4.0: Policy

- A. The follow shall be considered the normal “Chain of Command” for Tri-Town EMS:
- i. Board of Directors shall have oversight authority over the service
 - ii. Chairman of the Board shall run the board meetings and shall be person who the Service’s Director Reports too.
 - iii. Service Director shall be the individual responsible for all aspects of the service.
 - iv. Assistant Director shall report to the Director and shall have responsibilities delegated by the Director.
 - v. On-Duty Paramedic: In the absence of the Assistant Director or Director, the On-Duty Paramedic shall be considered the lead employee for the shift, and as such shall be expected to ensure all routine shift items are accomplished, all phone calls are answered when the ambulance crew is present and any concern are passed on to the appropriated person. Additionally, the On-Duty Paramedic shall be expected to manage any large scale event until appropriately relieved. The On-Duty Paramedic shall be the resource person for Fire Alarm and any other Tri-Town EMS Unit that is active during the shift.
 - vi. Service Seniority: In the event no service officer is readily available and the unit has no assigned paramedic and/or the “On-Duty Paramedic” is unavailable, operational control will be assumed by the most senior EMS provider as it pertains to time within

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the service. This authority shall not be extended to patient care issues when the junior EMS providers is of a higher license level.

- B. Assistant Director Exception: In those instances when there is a legitimate concern involving the Service Director, the Chairman of the Board shall have the authority to assign the Assistant Director tasks that are designed to investigate the concerns, independent of the Director. The Director shall be notified within 90 days of the inquiry, regardless of the outcome.

Section 5.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to all employees and at such other times as may be necessary.

Section 6.0: Signatures

	Position	Signature	Date
<u>Policy Prepared By:</u> Christopher Gamache	Agency Director		
Policy Reviewed & Approved by: Shaun Mulholland	Chairman		

Section 7.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				
Amendment				
Amendment				
Amendment				